

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 7 February 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 1 - 7 February 1956

1. Numbers in Clerical Training. During the week of 1 February there were 45 people in Clerical Induction Training. At the same time last year there were 67. In Clerical Orientation there were 20 people for the week of 1 February. One year ago there were 14.

2. Typewriting Training at [] Building. A special typewriting course for translators was begun in the Foreign Documents Division at [] Building on 7 February 1956. [] is conducting this course for one hour a day, four days a week, through 23 March 1956.

3. Instructor Enrolled in Basic Supervision Training Course. On 6 February [] entered the Basic Supervision Training Course. The class will continue for two weeks.

4. Instructor Enrolled in Basic Orientation Course. On 6 February [] began study in the Basic Orientation Course. The course will last for three weeks.

OTR/CT:MAH:dmg (6 February 1956)